

Reference Number: 200-01-DD

Title of Document: Individuals' Funds Maintained at Residential Level

Date of Issue: May 18, 1987
Effective Date: May 18, 1987
Last Review Date: July 28, 2009 **REVISED**
Date of Last Revision: July 28, 2009

Applicability: SCDDSN Regional Centers and All Contracted Service Providers of Residential Services

I. PURPOSE

It is often necessary to maintain minimum levels of personal funds (cash) for individuals receiving residential services from SCDDSN or other contracted service providers. This directive establishes procedures for the control and secure handling of those funds.

II. APPLICABILITY

The following procedures should be used by all regional centers operated by SC Department of Disabilities and Special Needs (SCDDSN) and all providers under contract, grant or other agreements issued by SCDDSN for residential services.

III. PROCEDURES

The following requirements should be followed when handling cash held for individuals residing in regional centers or DDSN contracted residential facilities. Any time that an individual's cash level reaches the established upper limit (not to exceed \$50.00), the excess should be transferred to his/her checking account (or collective account) maintained at the residential facility.

A. Cash Levels (Per Individual)

1. A reasonable and prudent cash level limit should be set for each individual according to the established goals and priorities in their program plan.

B. Funds Security

1. A locking cash box should be maintained in a secure location at each facility for the expressed purpose of securing cash held for the individuals residing in the facility.
2. Access to the cash box should be limited to a minimum number of staff.

C. Cash Ledgers

1. When cash is held for safekeeping for individuals residing at regional or contracted provider facilities, keeping current ledgers for all is a necessity. Ledger sheets should be maintained for each individual and kept in a location separate from the cash box.

An example of an adequate ledger sheet is attached (see Attachment A). Ledger sheets must contain all of the following information:

- Name of the individual withdrawing or deposited cash
 - Transaction date
 - Amount of cash withdrawn or deposited
 - Initials of the unit director handling the transaction
 - Initials of the individual to whom the cash belongs (or supervisor if the individual is unable to acknowledge).
2. All ledgers should be balanced at least monthly to the actual cash held for each individual. The balancing should be done by a staff member who does not handle day-to-day cash transactions. Balancing should be recorded on each ledger sheet by writing "*balanced on (mm/dd/yy)*". Staff members should sign the ledger sheet after physically counting the money.
 3. All ledgers and cash balances should be reviewed semi-annually by the regional center/community provider finance officer or other designated finance staff member. These records are subject to audit by the SCDDSN's Internal Audit Division or provider external auditors.

Deputy State Director, Administration
(Originator)

State Director
(Approved)

Attachment:

A. CASH LEDGER FOR FUNDS MAINTAINED AT RESIDENTIAL LEVEL

Reference Number: 200-01-DD
Date of Last Revision: July 28, 2009

Attachment A

SC DEPARTMENT OF DISABILITIES & SPECIAL NEEDS

CASH LEDGER FOR FUNDS MAINTAINED AT RESIDENTIAL LEVEL

Individual's Name:

Residential Location:

[illegible]

MEMORANDUM

July 29, 2009

TO: Official Distribution

FROM: Martin K. Taylor, CPA 
Director of Finance

RE: Revision of 200-01-DD

Departmental Directive 200-01-DD, *Individuals' Funds Maintained at the Residential Level*, has been updated to clarify the instructions for handling cash that belongs to individuals receiving residential services from SCDDSN.

The official review period for comments will end on 8/31/09. Please direct your comments, if any, to me by one of the means of communication listed below:

E-Mail

mtaylor@ddsn.sc.gov

Mailing Address

Martin Taylor
Director of Finance
PO Box 4706
Columbia, SC 29240

Telephone Number

(803) 898-9698

MKT/lbc

Attachment